

Maryland Department of Health and Mental Hygiene
Center for Healthy Homes and Community Services
Youth Camps

Health Program

Purpose

The purpose of a written health program is to inform camp staff and volunteers what actions to follow to ensure each camper's health and safety while at camp.

Training

Staff and volunteers must receive training in the health program. Training must include an opportunity to discuss the program and ask questions.

- Describe the training: what/where/when. Document that each staff/volunteer was trained before camp and knows the health program.

Knowledge and Conduct

Staff and volunteers must know and follow the health program procedures.

Availability

A copy of the health program must be available to the camp staff. The health program must be on file in the headquarters or office of the camp.

- Where are copies of the health program kept?
- Do staff/volunteers receive a copy?

Health Supervisor

A health supervisor is a physician, certified nurse practitioner or registered nurse who provides health services for a camp. He/she must be licensed to practice in Maryland. The health supervisor may be a registered nurse licensed in another state if that state is on the list of Compact States. For a list of Compact States see the Maryland Board of Nursing website at <http://www.mbon.org>.

- A health supervisor approves the health program annually by signing and dating the written program.

During camp hours, a health supervisor must be available for consultation. If your camp serves special needs campers, a health supervisor must be on site during camp.

- Provide the printed name, title, license number, and state where the license is held of the camp's health supervisor on the signature page.
- Provide telephone/beeper numbers/address or other information on how to reach the health supervisor.

Writing Health Program Procedures

Answer each question by describing your procedures or the actions you want your staff members to take:

1. How do you obtain Camper and Staff health information?
2. Who reviews the health information?

3. When a camper's health form indicates a medical problem, who contacts the camp's Health Supervisor to create a Plan of Action to deal with the day-to-day needs and medical emergencies of the camper?
4. How is camper health information shared with staff members that need to know?
5. How is confidential health information protected?
6. Who is responsible for being aware of any campers with easily discernable signs of injury or illness?
7. Do you provide any information on disease, illness or injury?
8. How do you handle emergencies and accidents?
9. Who has first aid training?
10. Who calls an ambulance or 911?
11. Who will care for and supervise an injured or ill camper until picked up by parent?
12. Do you have a health treatment area?
13. Who will notify a parent when a camper is injured or ill and how is this done?
14. Who will report camper injuries and illnesses to the camp's Health Supervisor and Maryland Department of Health and Mental Hygiene? Follow the attached chart.
15. Infectious disease prevention:
 - a. When are staff members required to wash their hands?
 - b. When is personal protective equipment required?
 - c. What is the camp's standard for personal hygiene?
 - d. Does the camp have an exposure control plan?
16. Who is the Health Supervisor? Remember to include the name, title, license number and State license held in of the camp's health supervisor.
17. How can the Health Supervisor be contacted? Provide telephone/beeper numbers/address or other information on how to reach the camp's health supervisor.
18. Is the signature page included? Each year the camp's Health Supervisor must sign and date that they have approved the camp's Health Program.
19. Keep the original Health Program on file at camp headquarters/office.
20. Make sure the Health Program is available to staff members while the camp is operating.

Medication Administration

21. Who administers medications at camp?
22. Is the individual administering medication licensed or trained to do so? (Indicate license or training)
23. How will the camp operator obtain written authorization from both the parent/guardian and the prescriber? (Indicate used of DHMH medication authorization form if appropriate)
24. How will the camp operator ensure that nonprescription medications are brought to camp in an unopened original container?
25. How will the camp operator ensure that nonprescription and prescription medications are:
 - a. Kept in their original container?
 - b. Given only from the original container?
 - c. Given according to the prescriptive order?
 - d. Kept in a locked storage compartment?
 - e. Kept under storage conditions specified by the manufacturer of the medication?
26. How will the camp operator ensure that:
 - a. Camp staff members administering medication are aware of the possible side-effects?
 - b. Each time a medication is administer to a camper that it is documented on the corresponding medication administration form?
 - c. At the end of a camper's stay at camp that any remaining medication is returned to the parent/guardian or destroy? (Indicate use of DHMH medication authorization form if appropriate)
 - d. The final disposition of all medication is documented? (Indicate use of DHMH medication authorization form if appropriate)

Electronic Health Records

(Only answer 27 if your camp uses electronic health records.)

27. In the event of a power outage or loss of connection to server, how will the camp operator ensure:
 - a. Access to camper, staff and volunteer health information?
 - b. Document injuries, illnesses and other reportable diseases and conditions in a paper health log?
 - c. Document medication administration on a paper form?